

Code Enforcement Officer - 4029

Primary Reason Why Classification Exists

To perform responsible technical inspections work enforcing municipal codes on , minimum housing, and nuisance abatement, junk motor vehicles, abandoned buildings and non-residential maintenance.

Distinguishing Features of the Class

An employee in this class is responsible for enforcing various zoning and minimum housing codes that is or may become a detriment to the health and well-being of citizens. Emphasis of the work is on investigating zoning or other code complaints, writing up reports of findings, and advising contractors or citizens of zoning restrictions to prevent housing deterioration and urban blight. The employee also participates in site plans review to ensure compliance with codes and ordinances and serves in an administrative technical support role for senior management. Work may also require the referral of conditions of potentially unhealthy living conditions to public health and social service agencies. Work is nonsupervisory and is generally performed independently without close supervision. Work is performed under the immediate supervision of a senior law enforcement officer or supervisor and is evaluated for effectiveness and attainment of individual performance objectives, spot checks during and after inspections, conferences, reports, and feedback from contractors and citizens.

Illustrative Examples of Work

- Responds to questions from citizens, contractors, and builders regarding the codes and compliance processes; researches and validates property locations and ownership by examining tax records, GIS maps, and property deeds
- Advises contractors, engineers, architects, lawyers, and the public on code requirements related to zoning, minimum housing, and other code requirements; gives notice of violations, appeals process, and re-inspection dates if violations are resolved
- Enforces ordinances on junk vehicles, overgrown lots,; coordinates with contractors for demolition of condemned houses, mowing and cleaning overgrown lots, and removal of non-compliant vehicles
- Investigates complaints on alleged nuisances or violations of minimum housing, zoning, nuisances, overgrown lots, abandoned cars, and other code violations; interviews residents and neighbors, takes photos of property or nuisance conditions, makes sample drawings of property and other information to give full assessment of complaint
- Consults with supervisor to take enforcement action through court; testifies in court on work performed and interpretations of codes and ordinances
- Makes presentations to elected officials and other agencies in areas of responsibility
- Patrols high and low crime areas; talks to people in the community; checks security of buildings and residences; apprehends offenders
- Investigates traffic accidents; uses measurement devices and eye witness accounts to determine violators; assists motorists in filling out or exchanging insurance information
- Maintains readiness of police vehicle with fuel and air pressure
- Serves criminal papers; locates people under indictment; serves warrants, orders for arrest, and criminal summons

- Observes and follows people violating traffic laws, vehicle registrations and inspections laws, and other traffic offenses; enforces speed limits
- Conducts criminal investigations by gathering information, processing crime scenes, and interviewing witnesses
- Responds to domestic situations; attempts to resolve conflict by recommending solutions
- Performs related work as required

Knowledge, Skills, and Abilities

- Thorough technical knowledge of ordinances related to zoning, subdivision development, minimum housing, soil erosion and sedimentation, nuisance abatement, and general code of ordinances
- Knowledge of governmental laws, programs, building inspections and services related to the local code enforcement processes and procedures
- Knowledge of effective oral and written communications techniques when interacting with the public, contractors, property owners, and others
- Knowledge of public relations and techniques for conflict resolution
- Knowledge of the purpose and use of common office-based technology such as programs for work processing, printing, and database management
- Skill in conflict resolution
- Ability to identify problems and errors in construction and procedures for corrections
- Ability to interpret and explain local ordinances, rules, and regulations including technical plans and drawings related to specific ordinances
- Ability to establish and maintain effective working relationships with employees, elected officials, contractors, developers, property owners, and the general public; ability to communicate effectively, both orally and in writing; ability to apply tact, courtesy, and judgment when interacting with contractors and the public
- Ability to document and complete required records and reports
- Ability to testify in court regarding on work performed and interpretations of the various codes and ordinances

Physical Requirements

Work is generally light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee must be able to perform normal bodily movements such as standing, stooping, crouching, crawling, bending, kneeling, and other movements. Employee is required to have close visual acuity to prepare and analyze data and figures, operate a computer terminal, perform extensive reading, visual inspection of small defects and parts, and use measurement devices. Employee must be able to speak with others, hear spoken words, and read words and data.

Working Conditions

Work in this class occurs in both inside and outside conditions. When working outside the employee is subject to both cold and hot weather conditions. The employee is subject to noise which may cause the employee to shout in order to be heard above the ambient noise level. Employee is subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor

ventilation and to injury by walking on uneven grounds, high weeds, rodents, snakes, and dilapidated buildings.

Education

Graduation from high school or GED equivalency; an Associate's degree or equivalent post high school training in a construction-related field is desired; a Bachelor's degree in planning, public administration, geography, landscape architecture, or related field is preferred.

Experience

At least 3 - 5 years experience in the enforcement of municipal or county codes on zoning, minimum housing, and nuisance abatement

Special Requirements

- A valid North Carolina driver's license (without restrictions)
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- Must obtain (and maintain) Basic Law Enforcement Certification (BLET) as a law enforcement officer by the North Carolina Criminal Justice Education & Training Standards Commission (required to be continuously employed)

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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